Student Travel for Reimbursement Only
(ONLY for reimbursement, NOT Cash Advances)

Important Notes:

*If you are taking a student/group trip that is only for reimbursable expenses, create a regular Pre-Approval prior to trip and follow this training.

*If you are taking a student/group trip and only requesting a cash advance, fill out an Expense Report and follow the “Student Travel for Request and Return of Cash Advances Only” prior to trip.

*If you are taking a student/group trip and plan on requesting reimbursement and a cash advance, then both a Pre-Approval and an Expense Report will need to be created prior the trip and will need to reference each other. However, we do not suggest planning on mixing reimbursements with cash advances to avoid creating multiple reports before/after the trip. Upon your trip, if an unexpected expense occurs that requires students to exceed the cash advance amount, it is still possible to receive reimbursement. The unexpected expense(s) can be listed on the same expense report as your Cash Advance return documents (after your trip).

Pre-Approval and/or Expense Report (Before Trip):

1.) Pre-Approval and/or Expense Report, needs to be under the responsible ASU employee’s name and NOT student’s name.

2.) Fill out the Pre-Approval and/or Expense Report header similar to as follows:

| How many people will be attending this event? | Two or more travelers |
| Provide Justification for two or more, and list the names of travelers. | A group of students will be presenting their research. |
| Student(s) Traveling? | Yes |

3.) Be sure to attach the appropriate documents (i.e. Student/Group Travel List & Student/Group Travel Form) to the header page.

Expense Report (After Trip):

1.) An Expense Report will need to be submitted to list either reimbursable expenses or account for expenses made using the cash advance (please see cash advance training).
2.) For steps on how to create an Expense Report after your trip using a cash advance, please refer to “Cash Advance Training.”